

**Housing Trust Fund Program Rental Assistance Request for Proposals (RFP)**

**Application Instructions**

**October 1, 2023 – September 30, 2025**

Application Deadline: Wednesday, May 24, 2023, at noon Central Time.

**Overview**

Minnesota Housing is now accepting Housing Trust Fund (HTF) Program Rental Assistance Request for Proposals (RFP) applications for funding in accordance with [Minnesota Statute 462A.201](https://www.revisor.mn.gov/statutes/cite/462A.201) and the following [Minnesota Administrative Rules 4900.3760](https://www.revisor.mn.gov/rules/4900.3760/) - [4900.3769](https://www.revisor.mn.gov/rules/4900.3769/).

The Rental Assistance provides temporary rental assistance, security deposits, and other housing related expenses to income eligible families and individuals. The Rental Assistance serves High Priority Homeless (HPH) referrals through the local Coordinated Entry (CE) system. Rental assistance is provided in partnership with supportive services funded through other sources to help Participants achieve housing stability and transition to permanent sustainable housing opportunities. The Rental Assistance is a resource that will be used to help advance [housing, racial and health justice for people facing homelessness](https://mich.mn.gov/definition-housing-racial-and-health-justice-people-experiencing-homelessness-final-june-10-2022).

The Rental Assistance also supports Minnesota Housing’s strategic priorities to prevent and end homelessness and may be a resource used to help advance outcomes under the [Olmstead Implementation Plan](https://mn.gov/olmstead/mn-olmstead-plan/). Additional information, including the HTF Program Rental Assistance Guide, is available on the [Housing Trust Fund Program Rental Assistance](https://www.mnhousing.gov/rental-housing/grant-programs/active-funding/htf.html) webpage.

**Available Funding**

Minnesota Housing anticipates awarding up to $27.1 million in Rental Assistance funds for Tenant-Based Rental Assistance (TBRA) and Sponsor-Based Rental Assistance (SBRA) for the grant term of October 1, 2023 – September 30, 2025. Leveraging of in-kind or matching funds is not required, though may be used to fund required supportive services. The available funding may be adjusted and is contingent on the amount awarded from the Minnesota Legislature. Included in this amount is up to a total of $500,000 as a one-time funding opportunity for housing navigation services. Housing Navigation funding is available only to applicants selected for funding of TBRA programs.

## Eligible Applicants

Current TBRA and SBRA Administrators and new applicants for TBRA are eligible to apply for funding if they meet the requirements listed below. Note that Minnesota Housing is not accepting SBRA applications from any new providers; only existing SBRA Administrators may apply for SBRA. In order to alleviate regional service gaps, priority will be given to applicants proposing to serve a region of the state not currently providing TBRA. This prioritization will consider how the proposed local program design is particularly responsive to identified gaps. A list of [current HTF Administrators](http://www.mnhousing.gov/get/MHFA_006222) and their regional service area is available online from Minnesota Housing.

Eligible applicants for this funding include:

* Tribal Nations or Tribal housing corporation
* A nonprofit organization, as defined in [Minnesota Statute 462A.03, subdivision 22](https://www.revisor.mn.gov/statutes/cite/462A.03#stat.462A.03.22)
* A for-profit organization
* A limited dividend entity, as defined in [Minnesota Rules, part 4900.0010, subp 14](https://www.revisor.mn.gov/rules/4900.0010/#rule.4900.0010.14)
* A cooperative housing corporation, as defined in [Minnesota Rules, part 4900.0010, subp 8](https://www.revisor.mn.gov/rules/4900.0010/#rule.4900.0010.8)
* A city, as defined in [Minnesota Statute 462A.03, subdivision 21](https://www.revisor.mn.gov/statutes/cite/462A.03#stat.462A.03.21)
* A joint powers board established by two or more cities
* A public housing agency
* A natural person

Multi-organization collaboration is welcome provided the lead applicant is one of the eligible applicants listed above. Applicants must demonstrate experience and ability in the administration of housing assistance payments or experience in housing management or must partner or contract with an organization that has experience and ability in the administration of housing assistance.

## Eligible Uses

Rental Assistance funds available through this RFP may be used to provide TBRA and SBRA, Administrative Fees, security deposits, application fees, utility connection fees, damage claims, vacancy payments, or other fees—as approved by Minnesota Housing—necessary to obtain landlord participation or to prevent repeat episodes of homelessness.

The Administrative Fee will be paid to the Administrator each month in which a Participant resides in an eligible Assisted Unit. Minnesota Housing will approve an Administrative Fee within a range of $62 to $76 per household per month. New applicants should refer to the [HTF Program Rental Assistance Guide](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTF986FCF74A454298ACCAA8F213E8D52C/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false) for further guidance or contact Deran Cadotte at [deran.cadotte@state.mn.us](mailto:deran.cadotte@state.mn.us).

There is a limited-time opportunity to apply for housing navigation funding to enhance the utilization of Rental Assistance funds. Housing navigation funds focus on extra support Participants may need to secure housing that dedicated staff provide. Note that housing navigation funds are available only to applicants selected for funding of TBRA programs. Eligible uses for housing navigation funds under this RFP include:

* Utilizing housing search engines to locate opportunities
* Assisting Participants in completing housing applications
* Assisting Participants in obtaining application fees, if needed
* Transporting Participants to housing appointments
* Assisting Participants in communicating with a potential property managers
* Providing tenant education on landlord and tenant rights and responsibilities
* Expediting the move-in timeline when feasible, between the date of acceptance and lease signing

**Program Expectations**

The following program expectations apply to all Administrators (for a complete list, refer to the [HTF Program Rental Assistance Guide](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTF986FCF74A454298ACCAA8F213E8D52C/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false)):

* Programs will serve High Priority Homeless populations which means households prioritized for permanent supportive housing by the CE system
* Households served through with Rental Assistance must meet income criteria:
  + Per [Minnesota Statute 462A.201](https://www.revisor.mn.gov/statutes/cite/462A.201), an eligible Participant may have a Gross Annual Household Income, at the time of initial eligibility, up to 60% Area Median Income (AMI) as determined by the United States Department of Housing and Urban Development for the metropolitan area, adjusted for household size, however
  + Per [Minnesota Rules, part 4900.3763](https://www.revisor.mn.gov/rules/4900.3763/#:~:text=C.%20At,or%20more%20people.), at least 75% of funding is for households that have a Gross Annual Household Income at or below 30% AMI as determined by the United States Department of Housing and Urban Development for the metropolitan area at the time of initial eligibility
  + Applicants can propose deeper income targets as approved by Minnesota Housing in accordance with HTF Program Rental Assistance requirements
* Rental assistance will be provided in partnership with services to promote housing stability, including the creation of a transition plan for all Participants, with an annual (at minimum) eligibility review
* Ensure people with lived expertise are engaged in program planning and implementation
* Data will be entered in the Homeless Management Information System (HMIS) to obtain the following measures:
  + **Measure #1:** The percentage of households who exit to permanent, stable housing by race, ethnicity, and household type
  + **Measure #2:** The length of time from enrollment to housing placement by race, ethnicity, and household type
  + **Measure #3:** The percentage of households served who do not return to homelessness by race, ethnicity, and household type,
  + **Measure #4:** Intake demographics of the households served compared to exit demographics by destination (e.g., if the program serves 60% Black people or people of color, are 60% of the program’s positive housing outcomes experienced by Black people or people of color?)
* Rental assistance administrative responsibilities include:
  + Recruit and partner with rental property owners
    - Conducting outreach to an organization’s network of existing rental property owners
    - Maintain ongoing communication to engage, maintain a positive relationship with property owners and mitigate any issues that may arise
    - Keeping an active list of subsidized housing waiting list openings
  + Request referrals from CE and determine eligibility of Participants
    - Work with CE staff to receive proper referrals of High Priority Homeless populations
    - Conduct verification, interim (if/when necessary) and annual recertification of Participant eligibility
  + Complete Housing Quality Standards inspections prior to initial occupancy, and at least annually thereafter
  + Create, implement, and assess Participant transition plans
    - Transition plans are person-centered (i.e. Participants’ strengths inform goal plans, and they are the directors of the supportive processes)
    - Participant communication: Provide sufficient notification in the case of subsidy termination (Refer to [Minnesota Rules part 4900.3767](https://www.revisor.mn.gov/rules/4900.3767/#:~:text=Subp.%205.%20Notice%20of%20termination.))
  + Payment & Accounting
    - Paying rental subsidies directly to rental property owners or management agents in a timely manner
    - Monthly invoicing to Minnesota Housing for rental subsidies repayment
    - Financial management to include oversight of funding utilization
  + Reporting & Records
    - Meet reporting requirements as stated in Chapter 7 of the [Housing Trust Fund Program Rental Assistance Guide](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTF986FCF74A454298ACCAA8F213E8D52C/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false)
    - Maintain and retain complete program and Participant records as stated in Chapter 7 of the [Housing Trust Fund Program Rental Assistance Guide](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTF986FCF74A454298ACCAA8F213E8D52C/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false)
* Participation in state monitoring requirements and financial reconciliation
* Compliance with [state statute](https://www.revisor.mn.gov/statutes/cite/462A.201) and [state administrative rules](https://www.revisor.mn.gov/rules/4900/full#:~:text=OF%20OPERATING%20SUBSIDY.-,RENTAL%20ASSISTANCE,EXTENSION%20OF%20FUNDING%20FOR%20RENTAL%20ASSISTANCE.,-4900.0010%20DEFINITIONS.), and Minnesota Housing’s program requirements
* Monitor and evaluate Subgrantees and Partnering Service Providers on at least an annual basis
* Participation in administrator meetings
* Any program expectation that the Administrator will partner with another entity to perform, without compensation, must be outlined in a Memorandum of Understanding (MOU). If compensation will be provided, then a formal contract must be used. Please contact [deran.cadotte@state.mn.us](mailto:deran.cadotte@state.mn.us) for further guidance if a contract relationship is expected.
* If an MOU will be used, a draft of the MOU is a submission requirement, though it will not be scored. The MOU must clearly identify the items below:
  + - * + The roles and responsibilities of each additional entity, including the target number of households to be served in the grant term
        + A description of services and outreach provided including frequency of engagement
  + A description of how the communication will take place during the grant term, including but not limited to:
* Regular meetings that will be scheduled between collaborative partners (e.g., regional community action partners and/or CoC meetings)
* Evaluation of shared outcomes
* Termination of the agreement
* The shared eligibility criteria and any additional eligibility criteria
* Identification of the entity or entities responsible for HMIS data entry
* Identification of the entity responsible for reporting expenditures, households served, and annual narrative reports that are to be submitted in an approved Minnesota Housing format

**Equity**

Applicants must include in their response their capacity to serve households disproportionately represented among those experiencing homelessness within their proposed service areas. Some of these populations include:

* Racial and ethnic communities, including Indigenous populations
* LGBTQIA+ communities
* People with disabilities
* Veterans
* People living across Minnesota, including in Greater Minnesota and the seven county metro

Applicants should be prepared to address the needs identified and evaluate the effectiveness of their model or services. Applicants should also demonstrate their capacity to implement clear, and appropriate strategies for engaging households and serving them effectively. For example, applicants are encouraged to describe partnerships with community and culturally specific organizations, associations, and institutions that are connected to households disproportionately represented among people experiencing homelessness and housing insecurity. Applicants should indicate how they work with these entities to identify needs and implement specific strategies to deliver relevant and appropriate services to households.

Once awarded funding, Administrators will be required to monitor the effectiveness of achieving successful outcomes for households disproportionately represented among those experiencing homelessness. Data for the four measures listed under the Program Expectations section above will be collected using HMIS and will be available as part of the Administrator’s Annual and Final Progress Reports. Regarding demographic data noted in Measures 1— 4, Administrators will be expected to monitor and report on outcomes, looking for any disparities and identifying specific strategies to close any disparities throughout the funding term.

## Review Criteria

This is a competitive application process. Applications will be reviewed and scored by a grant review committee comprised of Minnesota Housing staff, members of other state agencies, and content and community specialists with topic or regional knowledge to determine selections and funding recommendations. Recommendations will be presented to the Minnesota Housing board for approval. The award decisions of Minnesota Housing are final and not subject to appeal. Proposals will be evaluated based on the threshold criteria, scoring methodology, and Housing Navigation funds. Each is expanded upon below.

**Threshold Criteria**

Minimum threshold criteria for an application to be considered:

* All documents listed in the Application Checklist must be complete and submitted
* The application must be submitted by the deadline
* The applicant must be an eligible applicant as defined in the Eligible Applicants section.

See the “Application Checklist and Submission Instructions” section below for further details.

**Scoring Methodology**

The goals of the HTF Program Rental Assistance scoring methodology are meant to incentivize Administrators to be high performing entities and for HTF Program Rental Assistance funds to be used in a manner that reflects community needs. Applications that satisfy the minimum threshold criteria will be scored on the 100-point scale outlined below. Scoring for new applicants will be wholly based on the application responses. Current Administrators will have 8 points reserved for performance and scored by Minnesota Housing (further detailed in the Capacity section below).

| **Category** | **Criteria** | **Maximum Score** |
| --- | --- | --- |
| **Local Program Design** | **Q 1.** Applicant provides a clear picture of the needs of HPH households in the community that they intend to focus on.  Applicant describes housing search timelines and strategies for working with Participants whose housing search takes longer.  Applicant clearly describes how they work with rental property owners. Applicant describes strategies used to market their program to rental property owners in an effort to expand their access to additional affordable housing stock.  **Q 2.** Applicant describes how they work with households to ensure timely recertifications including income review and Housing Quality Standards determinations.  **Q 3.** Applicant has clear plans to engage or is engaging people with lived expertise in program design, outcome assessment, and any other roles for the program.  **Q 4a.** New applicant describes strategies to work with Participants’ transitioning from the HTF Program Rental Assistance to other types of housing stability within 5 years of enrollment, including Participants with higher barriers.  **Q 4b.** Current applicant presents data on Participant transitions both within and in excess of the 5-year temporary period for Rental Assistance. Applicant describes strategies for transitions (if required) for Participants exceeding the 5-year temporary period. | **30 points** |
| **Capacity** | **Q 5.** Applicant provides a list or narrative describing   * Services and outreach, including frequency * Relevant activities that will take place during the grant term, including but not limited to   + Regular meetings that will be scheduled between collaborative partners (for example, regional community action partners or CoC meetings)   + Evaluation of outcomes * Identification of those responsible for Homeless Management Information System (HMIS) data entry and how that HMIS data will be used to inform program design and decisions * Identification of those responsible for reporting expenditures, households served, and Annual Progress and Final Reports that are to be submitted using the provided Minnesota Housing format.   **Q 6.** Applicant describes the services provided to work with Participants to locate and access housing, including who provides the services and the expected staff to Participant ratio.  **Q 7.** Applicant describes how they will assist Participants in creating a transition plan to move from HTF Program Rental Assistance to a permanent housing option and how they will help ensure transition planning is ongoing. Applicant provides examples of what may be included in a transition plan for Participants in their program.  **Q 8a.** New applicant describes administrative experience with similar programs. Response must include, but is not limited to:   * Previous experience with state or federal housing assistance funding * Previous experience with project management, monitoring, and evaluation including:   + Tracking utilization of grant funds   + Monitoring number of households served compared with target proposed   + Timely invoicing and reporting (for example, monthly grant fund requests, HMIS reporting, and Annual and Final Program Reports). * Experience or capacity with facilitating HQS inspections and HMIS data reporting, or the ability to be trained and ready to use HMIS prior to October 1, 2023.   **Q 8b.** Current applicant describes their experience administering the HTF Program Rental Assistance. The response must include, but is not limited to:   * A brief history of experience implementing your organization’s Rental Assistance including any changes in staff, Subgrantee and Partnering Service Provider roles, participant populations, or strategies. * A description of any context to better understand their performance through March 31, 2023. Applicants indicate the target number of households served versus actual number served and funding utilization rate.   8 points from this section will be scored internally on these performance items as of March 31, 2023:   * Grant fund utilization * Households served compared to target * Timely report submission * Communication with Minnesota Housing | **30 points** |
| **Equity\***  **\***Sovereign Tribal Nations are exempt from responding to this question. Points are automatically awarded to Sovereign Tribal Nations. | Applicant describes two practices or methods (including those of any additional entities, as applicable) that will provide culturally appropriate services.  Applicant describes two practices or methods (including those of any additional entities, as applicable) that demonstrate the ability to support households with patience and empathy.  Applicant provides two examples (including those of any additional entities, as applicable) that demonstrate how its organization’s staff reflects the demographics of the households intended to be served.  Applicant provides at least one example of something their organization (including any additional entities) did differently this past year to increase equity. Include any efforts and actions to provide equal opportunities for all people individually and systemically.  Applicant has an accessible language translation plan that honors Participant privacy. | **30 points** |
| **Funding Request/Budget** | The budget should reasonable and should align with the Local Program Design and Capacity narratives.  The narrative clearly justifies the applicant's budget. This should include factors such as the means of determining the amount of rental assistance, anticipated rent increase timelines, and how they will monitor rent changes for any SBRA properties, designated Long Term Homeless, HPH units, and any other rent-restricted sites. Cite payment standards, as determined by HUD, (a link or jurisdictional reference and date are fine) used to calculate rents. If multiple payment standards are used due to multiple jurisdictions in the Service Area, detail methods such as average, weighted average, or other blending that informs your rent calculation.  If the applicant is using the option of leveraging other funds from sources other than Rental Assistance, how this is factored into the budget.  The applicant should use the HTF Program Rental Assistance Budget workbook’s Utilization Projection tab to indicate managing the rate of expenditures through the duration of the grant period.  If requesting Housing Related Expenses, activities are identified with estimated breakdown of expenses.  Current applicant describes knowledge gained from managing past budgets and how they will incorporate them in future. | **10 points** |
| **TOTAL:** | | **100 Points** |

**Housing Navigation Funds**

Applicants requesting housing navigation funds will only be eligible to be awarded housing navigation funds if they are selected for TBRA funding. The housing navigation funds are a separate set-aside; therefore, applicants are scored on a separate 40-point scale in addition to the scoring criteria listed above.

| **CATEGORY** | **CRITERIA** | **MAXIMUM SCORE** |
| --- | --- | --- |
| **Housing Navigation Funds** | Applicant provides a clear picture of the needs for Housing Navigation services.  Applicant description of Housing Navigation services is clear and aligns with request. Services will be available throughout grant term.  Applicant provides a clear description of proposed monitoring and evaluation of Housing Navigation services.  Funding request appears reasonable, proposed services are eligible and staffing level identified. | **40 Points** |
| **TOTAL** | | **40 Points** |

After the grant review committee has met and the scores have been finalized, Minnesota Housing staff will incorporate the scores into final funding recommendations that may also consider geographic distribution, services specific to identified local needs, and, for current administrators, their past performance. Final funding amounts will be dependent on the amount requested, the number of applicants, and the funding amount available to distribute. TBRA or SBRA applicants with scores below 50 points may not be funded or may be given conditional funding and required to comply with additional requirements, such as technical assistance. Decisions are at Minnesota Housing’s sole discretion and are not subject to appeal.

Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement is executed.

## Application Timeline

| **Date** | **Activity** |
| --- | --- |
| Monday, April 10, 2023 | RFP published on the State Register, Minnesota Housing website, and eNews |
| Thursday, April 13, 2023 | Minnesota Housing holds an RFP information session at 10:00 a.m. Central Time (refer below for more information) |
| Thursday, April 27, 2023 | Final call for questions by 4:30 p.m. Central Time |
| Wednesday, May 24, 2023 | Applications due by 12:00 noon Central Time |
| Thursday, July 27, 2023 | Minnesota Housing staff recommends selections to Minnesota Housing’s board |
| Friday, July 28, 2023 | Selected Administrators notified; due diligence phase begins |
| Monday, August 7, 2023 | Mandatory due diligence training for all selected Administrators |
| Thursday, September 7, 2023 | Due diligence items due |
| Friday, September 29, 20233 | Grant Contract Agreements are fully signed. Sunday, October 1, 2023, is the effective date of the Grant Contract Agreement |
| Tuesday, September 30, 2025 | No activities funded after this date |

Minnesota Housing will hold an RFP information session from 10:00 – 11:00 a.m. Central Time on Thursday, April 13, 2023 via GoToWebinar. Please [register in advance](https://attendee.gotowebinar.com/register/5010916920830289495).

After registering, a confirmation email will be sent with information about how to join the webinar.

The information session will provide an overview of the RFP content and allow time for questions. Answers to the questions asked during the information session will be posted on or near May 1, 2023. Answers to subsequent questions received through April 27, 2023, will be posted on or around May 11, 2023.

## Application Checklist and Submission Instructions

Applicants must complete the Application and upload the required documents using the Multifamily Secure Upload Tool **no later than Wednesday, May 24, 2023,** **at noon Central Time** to be considered for funding. Applicants are encouraged to be clear and concise in the responses. Do not submit other materials that are not requested (letters of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

The following documents must be submitted via Minnesota Housing’s online Multifamily Secure Upload tool to be considered for funding:

[Application](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONT107C25BAA1A14D6A86BCA15D4EA1A89B/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false)

[Application Signature Page](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTB22F750B26C84C868C454EB767C370B5/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false)

[HTF RFP Program Budget Form](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTDA0F5F2A739346EB918DCF9E4FE78501/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false)

For applicants working with any Partnering Service Providers, draft, unsigned Memoranda of Understanding (MOUs) for all such providers must be submitted. The MOUs are a threshold item but are not scored. The MOUs must clearly identify the roles listed in in Section B (Capacity: Services, Activities, Evaluation, Data Management, and Reporting). If awarded funding, Minnesota Housing will offer feedback on the draft versions. A fully executed MOUs with all Subgrantees and Partnering Service Providers must be submitted to Minnesota Housing during the due diligence phase.

[Affirmative Action Certification Form](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTF74603C503AC4A38BC9AE973C040A2FF/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false) (along with certificate of compliance and additional documentation, if required)

Applicant Current Financial Information (does not apply to any governmental organization or Tribal Nation): Non-governmental organizations applying for $25,000 or more must supply the following financial documentation depending on the organization’s total gross revenue (refer to table below):

| **Documentation** | **Total Gross Revenue** |
| --- | --- |
| Board-Review Financial Statements | Under $50,000 (or not in existence long enough to have completed IRS Form 990 or an audit) |
| IRS Form 990 and Aging Schedule | $50,000-$750,000 |
| Certified Financial Audit | Over $750,000 |

The **naming convention of the items** submitted above should be:

**HTF RFP\_Applicant name\_Name of document**

Example:“HTFRA\_RFP\_XYZ Services\_Program Budget”

The Secure Upload Tool will direct you to send items to mhfa.app@state.mn.us. Review the [Upload Tool Instructions](http://www.mnhousing.gov/get/MHFA_1014611) for more information; note that required documents must be uploaded in their original format. Do not convert the documents into PDF or other formats.

If you have questions regarding the checklist items, contact the designated point of contact listed below in the “Questions” section.

**NOTE:** Submitted applications are considered final; **late and incomplete applications will not be considered.** Minnesota Housing may request additional information or clarification. The applicant will be responsible for all costs incurred with applying for this RFP.

Per the [Minnesota Government Data Practices Act](https://www.revisor.mn.gov/statutes/cite/13.599#:~:text=Subd.%203.,data%20become%20public.), responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process, which for the purposes of this grant, is when all Grant Contract Agreements have been fully executed. After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret information as defined and classified in [Section 13.37 of the Minnesota Governmental Data Practices Act.](https://www.revisor.mn.gov/statutes/cite/13.37) A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

**Due Diligence and Contractual Requirements**

Minnesota Housing will require the following due diligence items to be submitted by selected applicants no later than Thursday, September 7, 2023:

* **Signed Grant Contract** **Agreement** (provided by Minnesota Housing)
* **Board Resolution**: A signed original, or signed and certified, copy specific to the application submittal and/or Grant Contract Agreement that designates authorized signatories, authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount
* **Certificate of Insurance with Employee Dishonesty *or* Crime Coverage (*cannot accept “Employee Theft” or “Crime and Employee Theft”*)** in the amount of at least one-eighth of the total amount of the funding amount
* [**Electronic Funds Transfer (EFT) Authorization Form**](https://www.mnhousing.gov/get/MHFA_1019627)for a new applicant that has been selected, or if the current EFT on file needs updates
* **Certificate of Good Standing** issued by the [Minnesota Secretary of State Office](https://mblsportal.sos.state.mn.us/Business/Search) with a renewal due date after the start of the grant term (a screen shot is an acceptable form of evidence)
* **Final Budget**:A final version of the budget reflecting the awarded amount
* **Final MOU:** approved by Minnesota and signed by all partners

Selected applicants must have all due diligence submitted and approved and the Grant Contract Agreement fully signed, which includes both the applicant’s and Minnesota Housing’s signatures, before costs can be incurred and reimbursed or grant funds can be expended. Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement.

Selected applicants under this RFP will be required to:

* Sign a Grant Contract Agreement with Minnesota Housing outlining the scope of services to be provided. The selected applicants may also be responsible for completing proposal revisions, a Program Summary and/or other exhibits that will become attachments to the Grant Contract Agreement.
* Maintain financial records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all HTF Program Rental Assistance funds. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at site visits or at other times.
* Maintain Participant records for at least six years after the grant term has ended. File documentation for Participant records must include: An application/intake form, a signed [HMIS Data Privacy Notice](https://static1.squarespace.com/static/5e163f4f3411163c1a7fdc95/t/5e18dda142b2a7568149811e/1578687906222/HMIS-ROI_10-01-16.pdf) for all household members over 18, a signed Tennessen warning that lists Minnesota Housing, a signed release of information (ROI) form indicating all entities that may be contacted, and proof of eligibility and leasing forms as described in [the HTF Program Rental Assistance Guide](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTF986FCF74A454298ACCAA8F213E8D52C/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false). Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at site visits or at other times.
* Complete and submit by required due dates all interim and final program reports in a template provided by Minnesota Housing.
* Use the Homeless Management Information System (HMIS) to collect the required data elements and to complete reports to be submitted to Minnesota Housing.
* Have a conflict of interest policy and take necessary steps to prevent individual and organizational conflicts of interests. All suspected, disclosed, or discovered conflicts of interest must be reported to Minnesota Housing in a timely manner.
* Comply with applicable contracting and bidding requirements noted in the Grant Contract Agreement.
* Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract Agreement.
* Comply with [Minn. Stat. §201.162](https://www.revisor.mn.gov/statutes/?id=201.162) by providing voter registration services for employees and for the public served by the grantee.

## Questions

Questions can be directed to the designated point of contact for this RFP:

Deran Cadotteat 651.297.5230 or [deran.cadotte@state.mn.us](mailto:erin.menne@state.mn.us).

No other staff are authorized to respond to questions from potential applicants. All questions and answers will be posted on Minnesota Housing’s [Grant Opportunities](https://www.mnhousing.gov/rental-housing/grant-programs/grant-opportunities.html) webpage.